Excel Breakout Session
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Excel is a spreadsheet program from Microsoft, a component of its Office product group for business applications. In common with similar products, such as Lotus 1-2-3 and Corel's QuattroPro, Excel is an automated version of the paper-based spreadsheet that makes it easier to manipulate, process, and view data.

Definitions of terms used:

Absolute and Relative Cell Reference in Formulas – An Absolute *Cell Reference* is the exact address of the cell (takes the form A1) for instance when you copy a formula to another cell, it will always return the same total as the first formula. A Relative *Cell Reference* is the relative position of the cell, for instance if you copy the formula in the cell, the reference automatically adjusts and returns the results relative to the position of the new formula (takes the form of A1).

Cell – the intersection of a row and a column

Cell reference - the combination of the column letter and row number for a cell, i.e., A1, A2, A3, B1, B2, B3

Column – the vertical cells in a worksheet, represented by letters, called *column headers*, which run along the top of a worksheet, i.e., A, B, C, etc.

Data Validation – A feature that restricts the data that is entered into a cell.

Fill Handle –The small black handle on the lower right corner of a selected cell . When you point to the fill handle, the pointer changes to a black cross. Allows for coping data and using the series command of Autofill,

Row – the horizontal cells in a worksheet, represented by numbers, called *row headers*, which run down the left side of a worksheet, i.e., 1, 2, 3, etc.

Scroll bars - appear on the right and bottom side of the worksheet, and are used to view different parts of a worksheet quickly when it contains more information than can be displayed on one screen.

Workbook – a file in Excel

Worksheet – a page in an Excel workbook.

Notes:

Excel recognizes text entries and aligns them automatically on the left side of the cell.

Excel recognizes numbers and aligns them automatically on the right side of the cell.

Topics Covered:

Office Assistant
Screen Tips
Toolbars and Icons
Undo/Redo
AutoComplete
AutoCorrect
Cut/Paste, Copy/Paste, Copy/Paste Special
Autofill
Formatting
Add Comments
Naming Worksheets
Name Function with Data Validation
Sort
Filter
Print Options
Form for entering data
Split and Freeze Data
Simple Formulas
Name Function with Formulas
Creating and Using Styles
Formatting numbers
Adding Headers/Footers
Save and Use Template

Resources:

Excel 2003 Top 100 Simplified Tips & Tricks, $13.00, Amazon.com
Excel 2003 Bible, $25.00, Amazon.com

Training is available at www.aglearn.usda.gov. There are 15 Courses available online.

Excel Help Screens can provide additional assistance.

Or, choose Online Help and use the demos…also found at http://office.microsoft.com/en-us/assistance/CH790018021033.aspx